

LINCOLN RECREATION CENTER
A Brazos Valley Boys and Girls Club Unit
Behavior/Incident Suspension Listing

<u>OFFENSE</u>	<u>SUSPENSION</u>
2-3 times Staff Counsel one day	1 day minimum
Continued loud noise/voices	1-3 days
Running, (after repeated warnings)	1-3 days
Destructive behavior	3 days
Uncooperative behavior	3 days minimum
Disrespecting patron(s) and staff	1 week minimum
Rough play	3 days – 1 week minimum
Profanity towards fellow member	1 week minimum
Refusal to follow directions	1 week minimum
Loitering, mischief	3 days - 1 week minimum
Public Display of Affection	1 week minimum
Threatening Patron(s)/staff	2 weeks minimum
Profanity towards patron(s)/staff	1 month minimum
Abuse/destruction of equipment and/or property	1 month minimum
Theft	3 months minimum

Patrons with repeated offenses of the same or similar nature will be warned, counseled, and processed through mediation prior to being suspended. Once placed on behavior/incident status, suspension for incidents will become increasingly severe with each offense (1 month for first offense, 2 months for second, etc.).

Performing community service work during club hours at the Lincoln Recreation Center may reduce the suspension time, if approved by supervisory staff. Parental cooperation with disciplinary actions is encouraged.

I have read, understand, and agree to comply with the stated Lincoln Recreation Center Behavior/Incident policy.

Participant's Signature _____ Date: _____

Guardian's Signature _____ Date: _____

Staff Signature _____ Date: _____

**Lincoln Recreation Center
A Brazos Valley Boys and Girls Club Unit
Behavior/Incident Review Policy**

Following three (3) suspensions from the Lincoln Recreation Center, a patron will be placed on Incident Review status. A phone call or letter of this infraction will notify a parent/guardian of this action by the Center.

Results of being placed under Incident Review:

- 1.) A patron's suspension will double with each incident following the patron's placement on Incident Review status. For example, typical suspension for fighting is two (2) weeks. Once placed on Incident Review status, any additional suspension for fighting would be four (4) weeks, then for another offense it would be six (6) weeks, eight (8) weeks, and so on.
- 2.) If a patron continues to violate the Lincoln Recreation Center's policies, a parent/guardian must set up a meeting with the Lincoln Recreation Center Supervisor prior to their child's return to the Center.

Patrons may be placed under Incident Review status without three (3) suspensions if supervisory staff determines it appropriate. The Lincoln Recreation Center staff have the authority to enforce all facility policies and correct any observed wrongdoing. The Lincoln Recreation Center reserves the right to deny entry of individuals into its center should these individuals choose not to follow the policies of the facility. **These policies will be reviewed, and are subject to mediation,** to ensure the safety and well being of the customers of the facility. The Lincoln Recreation Center staff may take action to ensure the safety and well being of the customers and the facility, even if such action is not specifically provided for herein.

I have read, understand, and agree to comply with Lincoln Recreation Center's policies.

Parent's Signature _____ Date: _____

Parent/Guardian Signature _____ Date: _____

Staff Signature _____ Date: _____

**Lincoln Recreation Center
A Brazos Valley Boys & Girls Club Unit
Behavior/Incident Report**

Date: _____ Time: _____

Name of person Involved: _____ Age: _____

Address: _____ City: _____ State: _____

Phone Number _____

If under 18, guardian's name _____

Activity (circle one)

Facility rental	Public Hours	Class	Summer
Game Room	Special Event	After School	Other

Location of Incident (circle one)

North Entrance/Foyer	Corridor	Gym
Game Room	Fitness Room	Outside-Soccer Field
Teen Room	Restrooms	West shop –Annex
Community Room	Computer Lab	Office/Van/Other

Incident After Warning (circle one)

Fighting	Yelling/Loud Noises	Disrespect Staff/Patron
Rough Play	Running In Hallway	Profanity
Theft	Abuse of Equipment/Property	Abusive Language
Refusal to Follow Directions	Public Display of Affection	

Other (explain)

Additional Comments _____

Privileges suspended: 1 day 3 days 1 week 2 weeks 1 month 1 year

Other _____

Authorities Notified (circle any applicable) Police Fire EMS Rescue

Parents Contacted? Yes No

Signatures

Signature of Subject: _____

Signature of Staff Member: _____

Signature of Witness: _____

Signature of Victim: _____

**Lincoln Recreation Center
A Brazos Valley Boys and Girls Club Unit
Incident/Behavior Action Plan**

Participant's Name: _____

Date: _____

Behavior(s): _____

Steps Taken by Staff:

- _____ Discontinuing the Behavior
- _____ Redirection
- _____ Verbal Intervention
- _____ Supervised Separation #1
- _____ Supervised Separation #2
- _____ Action Plan (this form)
- _____ Suspension #1
- _____ Suspension #2
- _____ Disenrollment

Steps Taken by Parents:

1. _____
2. _____
3. _____
4. _____
5. _____

Participants: I, _____ understand that if the inappropriate behavior(s) continue, the disenrollment process will be placed into effect.

Signature: _____ **Date:** _____

Parent: I, _____ understand that if the inappropriate behavior(s) continue, the disenrollment process will be placed into effect.

Signature: _____ **Date:** _____

Staff: **Signature:** _____ **Date:** _____